



Records Management Committee
Public Records Board - Minutes
Tuesday, April 19, 2016; 1:00 – 3:30 PM
Legislative Audit Bureau Conference Room

Committee Members Present: Paul Ferguson, Helmut Knies, Anne Sappenfield

1) Call to order: 1:02 PM.

Paul Ferguson introduced Anne Sappenfield who is the new Board designee for the Legislative Audit Bureau (LAB). She will continue to fulfill the LAB's role on the committee as well. He noted that he has agreed to be the Committee Chair now that the former Chair, Bryan Naab, is retired. Paul also introduced Linda Barth the new Executive Secretary, replacing Georgia Thompson who is also retiring.

2) Approval of February 9, 2016 Minutes:

The minutes from February 9, 2016 were approved as submitted by consensus.

3) Review of Records Retention Disposition Authorizations (RDAs) on Second Quarter 2016 Public Records Board Record Series (PRB) Index:

There was discussion on the RDA submissions from both state agencies and local governments. Some will be sent back to the submitting party with guidance and suggestions from committee members regarding clarifications or amendments.

During the review of RDA discussions the Committee decided to reach out to the Policy committee and/or the Board in the future regarding surveillance devices not covered under the Facilities Management GRS.

4) General Record Schedule (GRS) Updates: Linda Barth noted the Fiscal and Accounting GRS was extended by the Executive Secretary for 18 months. Due to the importance of moving forward with the renewal of the GRS she has reached out to the State Controller's office to begin the discussion regarding business experts who should participate and timing due to the STAR project.

5) Other Business: None.

Meeting adjourned at 1:59 PM.
Next meeting: July 19, 2016.